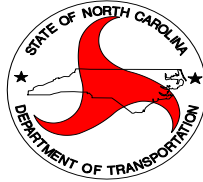


STATE OF NORTH CAROLINA  
**DEPARTMENT OF TRANSPORTATION**



**DIVISION ONE – DISTRICT THREE**

# **CONTRACT PROPOSAL**

**CONTRACT NO: 11104062**

**COUNTIES: MARTIN**

**COST CENTER #: 150191**

**DESCRIPTION: JANITORIAL SERVICES AT THE DISTRICT III FIELD  
OFFICE, LOCATED AT (19210 US Hwy 64 East Williamston, N.C 27892)**

**DATE: FEBRUARY 23, 2012**

**BID OPENING: MARCH 21, 2012**

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**NAME OF BIDDER**

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**ADDRESS OF BIDDER**

**RETURN BIDS TO:**

**NC DEPARTMENT OF TRANSPORTATION  
Barry Hobbs  
Division Project Manager  
North Carolina Department of Transportation  
113 Airport Drive Suite 100  
Edenton , NC 27932**

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## **INSTRUCTIONS TO BIDDERS**

### **PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE PREPARING AND SUBMITTING YOUR BID.**

**All bids shall be prepared and submitted in accordance with the following requirements. Failure to comply with any requirement shall cause the bid to be considered irregular and shall be grounds for rejection of the bid.**

1. The bid form furnished by NCDOT with the proposal shall be used and shall not be altered in any manner. **DO NOT SEPARATE THE BID FORM FROM THE PROPOSAL!**
2. All entries on the bid form, including signatures, shall be written in ink.
3. The Bidder shall submit a unit price for every item on the bid form. The unit prices for the various contract items shall be written in figures. **\*\*\*Unit prices must be limited to TWO decimal places.\*\*\***
4. An amount bid shall be entered on the bid form for every item. The amount bid for each item shall be determined by multiplying each unit bid by the quantity for that item, and shall be written in figures in the "Amount Bid" column of the form.
5. The total amount bid shall be written in figures in the proper place on the bid form. The total amount shall be determined by adding the amounts bid for each item.
6. Changes in any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. A representative of the Bidder shall initial the change in ink. Do not use "White Out" or similar product to make corrections.
7. The bid shall be properly executed. All bids shall show the following information:
  - a. Name of individual, firm, corporation, partnership, or joint venture submitting bid.
  - b. Name of individual or representative submitting bid and position or title.
  - c. Name, signature, and position or title of witness.
  - d. Federal Identification Number
  - e. Contractor's License Number
8. Bids submitted by corporations shall bear the seal of the corporation.
9. The bid shall not contain any unauthorized additions, deletions, or conditional bids.
10. The bidder shall not add any provision reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
11. **THE PROPOSAL WITH THE BID FORM STILL ATTACHED SHALL BE PLACED IN A SEALED ENVELOPE AND SHALL HAVE BEEN DELIVERED TO AND RECEIVED IN THE NCDOT DISTRICT ONE OFFICE, 1929 NORTH ROAD BY 2.00 P.M. ON, WEDNESDAY, MARCH 21, 2012.**
12. The sealed bid must display the following statement on the front of the sealed envelope:  
**"QUOTATION FOR JANITORIAL SERVICES AT THE DISTRICT III FIELD OFFICE IN WILLIAMSTON, NC TO BE OPENED AT 2:00 P.M. ON WEDNESDAY, MARCH 21, 2012."**
13. If delivered by mail, the sealed envelope shall be placed in another sealed envelope and the outer envelope shall be addressed as follows:

**N. C. DEPARTMENT OF TRANSPORTATION  
Attn: Barry Hobbs, PE  
113 Airport Drive, Suite 100  
Edenton, NC 27932**

### **AWARD OF CONTRACT**

**The award of the contract, if it be awarded, will be made to the lowest responsible Bidder in accordance with Section 102-10 of the Standard Specifications for Roads and Structures 2012. The lowest responsible Bidder will be notified that his bid has been accepted and that he has been awarded the contract. NCDOT reserves the right to reject all bids.**

## PROJECT SPECIAL PROVISIONS

### SCOPE OF WORK

The NC DOT, Division of Highways, is responsible for providing an efficient, healthy and safe janitorial service for their buildings and their occupants. This contracting agency seeks proposals from qualified, experienced offeror's to provide an efficient and professional service with minimal interruption of service upon expiration of the previous contract. The janitorial services as herein specified shall consist of an all-inclusive janitorial service as specified in this proposal. Services shall include all reasonable and necessary labor, sufficient labor hours to do an acceptable job on all tasks, a supervisor, training, materials, equipment, and supplies in order to keep the contracted area professionally clean and properly supplied

The areas to be cleaned consist of offices, conference rooms, corridors, stairs, ramps, landings, storage areas, restrooms, janitorial closets, break rooms, support work areas (Mail, Supply, Printing, etc.) and walkways.

Work shall consist of providing janitorial services at the North Carolina Department of Transportation **Division One – District III Field Office, located at 19210 US Hwy 64 East, Williamston, NC.** All work shall be in accordance with the guidelines of this contract.

The Contractor shall keep himself fully informed of all Federal, State and local laws, ordinances, and regulations, and shall comply with the provisions of Section 107 of the Standard Specifications.

### AVAILABLE WORK HOURS

Janitorial services under this contract shall be performed between the hours of 5:30 p.m. Friday to 5 p.m. Sunday of any given week.

### CONTRACT TIME AND LIQUIDATED DAMAGES

(7-1-95)(Rev. 12-18-07)

SP1G10

**The date of availability for this contract is April 21, 2012.**

**The completion date for this contract is April 30, 2013.**

The Contractor shall submit his/her bid for one year. At the option of the Department, this contract may be extended for two (2) additional one (1) year periods (maximum three (3) Years total). The unit bid prices will be increased by three (3) percent for each one (1) year extension. No changes in the terms, conditions, etc. of this contract will be made when an extension to the contract is implemented. **The Engineer will notify the Contractor in writing by February 1<sup>st</sup> if the contract may be extended. The Contractor must notify the Engineer in writing by February 15<sup>th</sup> of this acceptance or rejection of this offer.** Failure on the part of the Contractor to reply will be perceived as a rejection of the contract extension.

### AVAILABILITY OF FUNDS – TERMINATION OF CONTRACTS

(5-20-08)

Z-2

*General Statute 143C-6-11. (h) Highway Appropriation* is hereby incorporated verbatim in this contract as follows:

(h) Amounts Encumbered. – Transportation project appropriations may be encumbered in the amount of allotments made to the Department of Transportation by the Director for the estimated payments for transportation project contract work to be performed in the appropriation fiscal year. The allotments shall be multiyear allotments and shall be based on estimated revenues and shall be subject to the maximum contract authority contained in *General Statute 143C-6-11(c)*. Payment for transportation project work performed pursuant to contract in any fiscal year other than the current fiscal year is subject to appropriations by the General Assembly. Transportation project contracts shall contain a schedule of estimated completion progress, and any acceleration of this progress shall be subject to the approval of the Department of Transportation provided funds are available. The State reserves the right to terminate or suspend any transportation project contract, and any transportation project contract shall be so terminated or suspended if funds will not be available for payment of the work to be performed during that fiscal year pursuant to the contract. In the event of termination of any

contract, the contractor shall be given a written notice of termination at least 60 days before completion of scheduled work for which funds are available. In the event of termination, the contractor shall be paid for the work already performed in accordance with the contract specifications.

Payment will be made on any contract terminated pursuant to the special provision in accordance with Article 108-13(E), of the *North Carolina Department of Transportation Standard Specifications for Roads and Structures*, dated July 1, 2012.

## **GIFTS FROM VENDORS AND CONTRACTORS**

(12-15-09)

SP1 G152

By Executive Order 24, issued by Governor Perdue, and *N.C. G.S. § 133-32*, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and *G.S. § 133-32*.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24.

## **OUTSOURCING OUTSIDE THE USA**

All work on consultant contracts, services contracts, and construction contracts shall be performed in the United States of America. No work shall be outsourced outside of the United States of America.

*Outsourcing* for the purpose of this provision is defined as the practice of subcontracting labor, work, services, staffing, or personnel to entities located outside of the United States.

The North Carolina Secretary of Transportation shall approve exceptions to this provision in writing

## **EMPLOYMENT**

(11-15-11) (Rev. 1-17-12)

108, 102

SP1 G184

Revise the *2012 Standard Specifications* as follows:

**Page 1-20, Subarticle 102-15(O)**, delete and replace with the following:

- (O) Failure to restrict a former Department employee as prohibited by Article 108-5.

**Page 1-65, Article 108-5 Character of Workmen, Methods, and Equipment, line 32**, delete all of line 32, the first sentence of the second paragraph and the first word of the second sentence of the second paragraph.

## **CONTRACTOR CLAIM SUBMITTAL FORM**

If the Contractor elects to file a written claim or requests an extension of contract time, it shall be submitted on the *Contractor Claim Submittal Form (CCSF)* available through the Construction Unit or [http://ncdot.org/doh/operations/dp\\_chief\\_eng/constructionunit/formsmanuals/](http://ncdot.org/doh/operations/dp_chief_eng/constructionunit/formsmanuals/)

## **BANKRUPTCY**

The Department of Transportation, at its option, may terminate the contract upon the filing by the contractor of any petition for protection under the provisions of the Federal Bankruptcy Act.

## **PARTIAL PAYMENT**

Invoices may be submitted on an interval approved by the Engineer, for payment of the services rendered. All invoice items and unit costs shall correspond to contract pay items as they appear on the Purchase Order. The Engineer shall verify the quantities submitted on the invoice prior to payment. In the event of errors or discrepancies in the quantities or unit costs, the Invoices should be submitted to:

**N.C. Department of Transportation  
District Three Field Office  
Attn: Darrick S. Lee, P.E.  
19210 US Hwy 64 East  
Williamston, NC 27892**

Invoices must be “electronically scanned and the image is transmitted to the Purchasing Unit to verify payment. To avoid confusion and delay of payments each invoice should have a unique Invoice Number, i.e. 1,2,3.... In addition, the invoice should be positively identified and associated with the Contract Number including the **Contract Number** on the invoice.

## **LIABILITY INSURANCE**

The Contractor shall obtain from an insurance company, duly authorized to do business in North Carolina, Public Liability and Property Damage Insurance to protect his company and subcontractors performing work covered under this contract from claims that may arise from operations under this contract. Insurance coverage shall be maintained during the life of this contract and shall extend to operations performed by the Contractor or his subcontractors, and by anyone employed directly or indirectly by either of them.

Public Liability Insurance shall be in an amount not less than \$250,000 for injuries, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$250,000 on account of one accident. Property Damage Insurance shall be in an amount not less than \$250,000. Proof of insurance shall be furnished to the Engineer prior to beginning work.

## **INSPECTION**

All work shall be subject to inspection by the Engineer at any time. Routinely, the Engineer will make periodic inspections of the completed work. It will be the responsibility of the Contractor to keep the Engineer informed of his proposed work plan and to submit written reports of work accomplished on a frequency to be determined by the Engineer

## **EXTENSION OF CONTRACT TIME**

Failure on the part of the Contractor to furnish bonds or certifications, or to satisfy preliminary requirements necessary to issue the purchase order will not constitute grounds for extension of the contract time. If the Contractor has fulfilled all preliminary requirements for the issuance of a purchase order, and the purchase order authorization is not available by the date of availability, the Contractor shall be granted an extension equal to the number of calendar days the purchase order authorization is delayed after the date of availability.

## **HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)**

Pursuant to General Statute 143-28 and Executive Order 150, the State invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled business enterprises and non-profit work centers for the blind and severely disabled. Pursuant to Executive Order 106, each state agency should strive to increase the total amount of goods and services acquired from HUB vendors, whether directly as a principal contractor or indirectly as a subcontractor. It is expected that each agency will issue an aspirational goal of at least ten percent (10%), by dollar amount, of the State's purchases of goods and services that will be derived from minority owned businesses, and at least five percent (5%) that will be derived from disabled and women-owned businesses.

Minority owned businesses and disabled and women-owned businesses must be certified HUB vendors and listed on the North Carolina Department of Administration (DOA) HUB Directory to meet the aspirational goal. The DOA also recognizes the NCDOT Transportation Directory of MBE/WBE firms as qualified firms to meet the aspirational goal.

**NCDOT Transportation Directory of MBE/WBE:** <https://apps.dot.state.nc.us/vendor/directory/>

**North Carolina Department of Administration HUB Directory:**  
<http://www.ips.state.nc.us/ips/Vendor/srchven.asp>

## **JANITORIAL SERVICES**

### **DUSTING**

**Remove all surface dust from office furniture, filing cabinets, telephones, office equipment, coat racks, HVAC vents, window blinds, light fixtures, walls, ceilings, doors and window frames.** Contractor shall furnish all labor, materials, equipment and supplies for the performance of this item.

**Dusting shall be performed once per week.**

Basis of Payment:

General Cleaning.....Cycle (CYC)

### **SWEEPING/MOPPING**

Sweep tile and vinyl floors thoroughly to **remove all surface dirt and debris. Wet mop as required to maintain surface luster.** Contractor shall furnish all labor, materials, equipment and supplies for the performance of this item.

**Sweeping/Mopping shall be performed once per week.**

Basis of Payment:

General Cleaning.....Cycle (CYC)

### **EXTERIOR SWEEPING**

Sweep sidewalks, steps and entrance ramps to remove all surface dirt and debris. Contractor shall furnish all labor, materials, equipment and supplies for the performance of this item.

Exterior Sweeping shall be performed once per week.

Basis of Payment:

General Cleaning.....Cycle (CYC)

### **VACUUMING**

Vacuum loose soil and debris from all carpeted areas, fabric covered chairs and other areas where sweeping and dusting are not effective. Contractor shall furnish all labor, materials, equipment and supplies for the performance of this item.

Vacuuming shall be performed once per week. Contractor will be paid for each vacuuming cycle successfully completed.

Basis of Payment:

General Cleaning.....Cycle (CYC)

**TRASH COLLECTION & DISPOSAL**

Remove trash from all interior trash receptacles, place trash in large dumpster in parking lot and install new clean trash bags in trash receptacle. The Department shall furnish trash bags. Contractor shall furnish all other labor, materials, equipment and supplies for the performance of this item. **Bags are kept in a cabinet in the break room as labeled.**

Trash collection and disposal shall be performed once per week.

Basis of Payment:

General Cleaning.....Cycle (CYC)

**REST ROOM**

Thoroughly clean break room and rest room sinks, commodes and urinals with a germicidal cleaner. Clean, sanitize and polish toilet partitions, flush valves, escutcheons and faucets. Clean and polish mirrors. Refill paper towel, toilet paper and soap dispensers as required. The Department shall furnish paper towels, toilet paper and soap. Contractor shall furnish all other labor, materials, equipment and supplies for the performance of this item.

**Rest room and break room cleaning shall be performed once per week, including floors in corners and around commodes and baseboards.**

Basis of Payment:

General Cleaning.....Cycle (CYC)

**DOOR AND WALL CLEANING**

**Clean interior and exterior doors and interior walls to remove marks, smudges and soiled areas.** Clean and polish glass panels in all doors. Contractor shall furnish all labor, materials, equipment and supplies for the performance of this item.

**Door and wall cleaning shall be performed once per week.**

Basis of Payment:

General Cleaning.....Cycle (CYC)

**WINDOW CLEANING (INTERIOR)**

Clean and polish interior windows and clean window frames to remove dirt, debris, marks, smears and smudges. Contractor shall furnish all labor, materials, equipment and supplies for the performance of this item.

Window cleaning (interior) shall be performed once per month. Contractor will be paid for each window cleaning (interior) cycle successfully completed.

Basis of Payment:

Window Cleaning (Interior).....Cycle (CYC)

**WINDOW CLEANING (EXTERIOR)**

Clean and polish interior windows and clean window frames to remove dirt, debris, marks, smears and smudges. Contractor shall furnish all labor, materials, equipment and supplies for the performance of this item.

Window cleaning (exterior) shall be performed twice per year. Contractor will be paid for each window cleaning (exterior) cycle successfully completed.

Basis of Payment:

Window Cleaning (Exterior).....Cycle (CYC)

**SHAMPOO CARPET**

Shampoo carpet thoroughly to remove stains. Contractor shall furnish all labor, materials, equipment and supplies for the performance of these items.

Shampooing shall be performed twice per year.

Basis of Payment:

Shampoo Carpet.....Cycle (CYC)



## **LAWN MAINTENANCE**

**LAWN AND GROUNDS SERVICES SHALL BE PERFORMED WHEN STATE OFFICES ARE CLOSED.** Lawn and grounds shall be kept clean at all times.

Lawn and grounds services shall include, but not limited to, the following:

1. All lawns shall be mowed weekly during the growing seasons and as needed throughout the remainder of the year in order to provide a clean neat appearance. Typically all lawns shall be approximate heights (2" inches) during the cooler months and (3" inches) during the hottest months to reduce the total stress on the turf.
2. Areas around signs, utility poles, etc. and selected non-mowed able areas shall be trimmed with weed eater as needed, especially after each mowing.
3. Excess clippings shall be blown off building , entrances, walkways, porches, alleys, driveway, parking lot, ect.
4. Excess clipping shall be removed from premises after each mowing.
5. Parking area and roadway shall be blown once month mechanically swept twice per year.

Basis of Payment:

Lawn Maintenance.....Cycle (CYC)

## **FLOOR STRIPPING AND WAXING**

Sweep and mop tile floors thoroughly to remove all surface dirt and debris. Apply an even, streak-free coat of wax with a clean mop and buff to a high luster. Contractor shall furnish all labor, materials equipment and supplies for the performance of these items.

Floor waxing shall be performed twice per year or as directed. Floor stripping/sealing shall be performed once per year or as directed. Contractor will be paid for each floor waxing and floor stripping/sealing cycle successfully completed.

Floor Waxing.....Cycle (CYC)

Floor Stripping/Sealing.....Cycle (CYC)

**For each scheduled Cleaning and Land Maintenance period (once per week) that the contractor fails to perform all tasks outlined in the contract satisfactorily, a deduction of one cleaning cycle for each missed period will be made from the contractor's next invoice.**

## **CANCELLATION**

This contract may be cancelled at any time by reason of unsatisfactory performance or other default of the Contractor upon five (5) days prior written notice by the Department. Either party may cancel the contract for any reason upon sixty (60) days prior written notice. Such notice by the Contractor shall not prevent the Department from cancelling the contract due to unsatisfactory performance on behalf of the Contractor.

## **KEYS**

Keys to the District One Office will be issued at the discretion of the Engineer. No deposit will be required, however a charge of \$50.00 per key for keys not returned will be deducted from Contractor's final payment. Lost keys will be replaced at a cost of \$50.00 per key due upon issuance of new key. The Contractor shall notify the Engineer immediately in the event keys are lost. The Contractor shall collect all keys immediately upon termination of an employee.

## CONTRACTOR EMPLOYEE CONDUCT

The Contractor shall be responsible for and shall provide supervision of all employees working under this contract. Any time an employee is working, there shall be a designated supervisor directing the work. Nothing shall prevent the designated supervisor from performing janitorial services in addition to supervision duties.

Each employee of the Contractor shall have a minimum of six (6) months experience performing janitorial services. Supervisory employees shall have a minimum of twelve (12) months experience supervising employees performing janitorial services.

The following rules of conduct have been established by the Department and must be followed by the Contractor and all employees. The Department will require the Contractor to replace employees who fail to abide by the rules of conduct.

1. Contract employees shall not disturb any papers, boxes or other items that are not in trash receptacle or otherwise designated as trash.
2. Contract employees shall immediately report any property loss or damage to their supervisor. The Contractor shall report damage in writing to the Department within twenty-four (24) hours, specifying the location and extent of the damage.
3. Contract employees shall not open drawers or file cabinets and shall not use any telephone.
4. Contract employees shall not leave keys in doors or admit anyone into the Division One Office who is not a designated employee of the Contractor. All doors which were locked upon entry shall be immediately re-locked and locked upon completion.
5. Contract employees shall not clean (with the exception of dusting), unplug or move copy machines or other office equipment.
6. Contract employees shall not remove anything from the premises that does not belong to the Contractor, regardless of its value or of any employee's permission. This is to include the contents of, or any item found in, trash or recycling containers.

## UTILITIES

The Department will provide the Contractor all normal utilities necessary for the performance of this contract (electricity, water, etc.)

## MINIMUM WAGES

(7-21-09)

Z-5

**FEDERAL:** The Fair Labor Standards Act provides that with certain exceptions every employer shall pay wages at the rate of not less than SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

**STATE:** The North Carolina Minimum Wage Act provides that every employer shall pay to each of his employees, wages at a rate of not less than SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all skilled labor employed on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all intermediate labor employed on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

The minimum wage paid to all unskilled labor on this contract shall be SEVEN DOLLARS AND TWENTY FIVE CENTS (\$7.25) per hour.

This determination of the intent of the application of this act to the contract on this project is the responsibility of the Contractor.

The Contractor shall have no claim against the Department of Transportation for any changes in the minimum wage laws, Federal or State. It is the responsibility of the Contractor to keep fully informed of all Federal and State Laws affecting his contract.

**PLANT AND PEST QUARANTINES**  
**(Imported Fire Ant, Gypsy Moth, Witchweed, And Other Noxious Weeds)**

(3-18-03)

Z-04a

**Within quarantined area**

This project may be within a county regulated for plant and/or pests. If the project or any part of the Contractor's operations is located within a quarantined area, thoroughly clean all equipment prior to moving out of the quarantined area. Comply with federal/state regulations by obtaining a certificate or limited permit for any regulated article moving from the quarantined area.

**Originating in a quarantined county**

Obtain a certificate or limited permit issued by the N.C. Department of Agriculture/United States Department of Agriculture. Have the certificate or limited permit accompany the article when it arrives at the project site.

**Contact**

Contact the N.C. Department of Agriculture/United States Department of Agriculture at 1-800-206-9333, 919-733-6932, or <http://www.ncagr.com/plantind/> to determine those specific project sites located in the quarantined area or for any regulated article used on this project originating in a quarantined county.

**Regulated Articles Include**

1. Soil, sand, gravel, compost, peat, humus, muck, and decomposed manure, separately or with other articles. This includes movement of articles listed above that may be associated with cut/waste, ditch pulling, and shoulder cutting.
2. Plants with roots including grass sod.
3. Plant crowns and roots.
4. Bulbs, corms, rhizomes, and tubers of ornamental plants.
5. Hay, straw, fodder, and plant litter of any kind.
6. Clearing and grubbing debris.
7. Used agricultural cultivating and harvesting equipment.
8. Used earth-moving equipment.
9. Any other products, articles, or means of conveyance, of any character, if determined by an inspector to present a hazard of spreading imported fire ant, gypsy moth, witchweed or other noxious weeds.

## ERRATA

(1-17-12) (Rev. 4-17-12)

Z-4

Revise the *2012 Standard Specifications* as follows:

**Division 2**

**Page 2-7, line 31, Article 215-2 Construction Methods**, replace "Article 107-26" with "Article 107-25".

**Page 2-17, Article 226-3, Measurement and Payment, line 2**, delete "pipe culverts,".

**Page 2-20, Subarticle 230-4(B), Contractor Furnished Sources, change references as follows:** **Line 1**, replace "(4) Buffer Zone" with "(c) Buffer Zone"; **Line 12**, replace "(5) Evaluation for Potential Wetlands and Endangered Species" with "(d) Evaluation for Potential Wetlands and Endangered Species"; and **Line 33**, replace "(6) Approval" with "(4) Approval".

**Division 4**

**Page 4-77, line 27, Subarticle 452-3(C) Concrete Coping**, replace "sheet pile" with "reinforcement".

**Division 6**

**Page 6-7, line 31, Article 609-3 Field Verification of Mixture and Job Mix Formula Adjustments,** replace “30” with “45”.

**Page 6-10, line 42, Subarticle 609-6(C)(2),** replace “Subarticle 609-6(E)” with “Subarticle 609-6(D)”.

**Page 6-11, Table 609-1 Control Limits,** replace “Max. Spec. Limit” for the Target Source of  $P_{0.075}/P_{be}$  Ratio with “1.0”.

**Page 6-40, Article 650-2 Materials,** replace “Subarticle 1012-1(F)” with “Subarticle 1012-1(E)”

**Division 10**

**Page 10-74, Table 1056-1 Geotextile Requirements,** replace “50%” for the UV Stability (Retained Strength) of Type 5 geotextiles with “70%”.

**Division 12**

**Page 12-8, Table 1205-4 and 1205-5,** replace “THERMOPLASTIC” in the title of these tables with “POLYUREA”.

**Division 15**

**Page 15-6, Subarticle 1510-3(B), after line 21,** replace the allowable leakage formula with the following:

$$W = LD\sqrt{P} \div 148,000$$

**Page 15-6, Subarticle 1510-3(B), line 32,** delete “may be performed concurrently or” and replace with “shall be performed”.

**Page 15-17, Subarticle 1540-3(E), line 27,** delete “Type 1”.

**Division 17**

**Page 17-26, line 42, Subarticle 1731-3(D) Termination and Splicing within Interconnect Center,** delete this subarticle.

## LISTING OF HUB, MBE & WBE SUBCONTRACTORS

Sheet \_\_\_\_\_ of \_\_\_\_\_

FIRM NAME AND ADDRESS	MBE or WBE	ITEM NO.	ITEM DESCRIPTION	* AGREED UPON UNIT PRICE	** DOLLAR VOLUME OF ITEM

\* The Dollar Volume shown in this column shall be the Actual Price Agreed Upon by the Prime Contractor and the MBE and/or WBE subcontractor, and these prices will be used to determine the percentage of the MBE and/or WBE participation in the contract.

\*\* Must have entry even if figure to be entered is zero.

**This form must be completed in order for the Bid to be considered responsive and be publicly read.**

**Bidders with no MBE and/or WBE participation must so indicate this on the form by entering the word or number *zero*.**

\*\* Dollar Volume of MBE Subcontractor \$ \_\_\_\_\_

MBE Percentage of Total Contract Bid Price \_\_\_\_\_ %

\*\* Dollar Volume of WBE Subcontractor \$ \_\_\_\_\_

WBE Percentage of Total Contract Bid Price \_\_\_\_\_ %

**EXECUTION OF BID**  
**NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION AND GIFT BAN CERTIFICATION**  
**CORPORATION**

The person executing the bid, on behalf of the Bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the Bidder intends to do the work with its own bonafide employees or subcontractors and is not bidding for the benefit of another contractor.

In addition, execution of this bid in the proper manner also constitutes the Bidder's certification of status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF CONTRACTOR**

\_\_\_\_\_  
 Full name of Corporation

\_\_\_\_\_  
 Address as Prequalified

Attest \_\_\_\_\_

Secretary/Assistant Secretary  
*Select appropriate title*

By \_\_\_\_\_

President/Vice President/Assistant Vice President  
*Select appropriate title*

\_\_\_\_\_  
 Print or type Signer's name

\_\_\_\_\_  
 Print or type Signer's name

**CORPORATE SEAL**

**AFFIDAVIT MUST BE NOTARIZED**

Subscribed and sworn to before me this the

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**NOTARY SEAL**

\_\_\_\_\_  
 Signature of Notary Public

of \_\_\_\_\_ County

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**EXECUTION OF BID**  
**NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION AND GIFT BAN CERTIFICATION**  
**PARTNERSHIP**

The person executing the bid, on behalf of the Bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the Bidder intends to do the work with its own bonafide employees or subcontractors and is not bidding for the benefit of another contractor.

In addition, execution of this bid in the proper manner also constitutes the Bidder's certification of status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF CONTRACTOR**

\_\_\_\_\_  
 Full Name of Partnership

\_\_\_\_\_  
 Address as Prequalified

By

\_\_\_\_\_  
 Signature of Witness

\_\_\_\_\_  
 Signature of Partner

\_\_\_\_\_  
 Print or type Signer's name

\_\_\_\_\_  
 Print or type Signer's name

**AFFIDAVIT MUST BE NOTARIZED**

Subscribed and sworn to before me this the

**NOTARY SEAL**

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
 Signature of Notary Public

of \_\_\_\_\_ County

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**EXECUTION OF BID**  
**NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION AND GIFT BAN CERTIFICATION**

**LIMITED LIABILITY COMPANY**

The person executing the bid, on behalf of the Bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the Bidder intends to do the work with its own bonafide employees or subcontractors and is not bidding for the benefit of another contractor.

In addition, execution of this bid in the proper manner also constitutes the Bidder's certification of status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF CONTRACTOR**

\_\_\_\_\_  
Full Name of Firm

\_\_\_\_\_  
Address as Prequalified

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Member/Manager/Authorized Agent  
*Select appropriate title*

\_\_\_\_\_  
Print or type Signer's name

\_\_\_\_\_  
Print or type Signer's Name

**AFFIDAVIT MUST BE NOTARIZED**

Subscribed and sworn to before me this the

**NOTARY SEAL**

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Notary Public

of \_\_\_\_\_ County

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**EXECUTION OF BID**  
**NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION AND GIFT BAN CERTIFICATION**  
**JOINT VENTURE (2) or (3)**

The person executing the bid, on behalf of the Bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the Bidder intends to do the work with its own bonafide employees or subcontractors and is not bidding for the benefit of another contractor.

In addition, execution of this bid in the proper manner also constitutes the Bidder's certification of status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

## SIGNATURE OF CONTRACTOR

Instructions: **2 Joint Venturers** Fill in lines (1), (2) and (3) and execute. **3 Joint Venturers** Fill in lines (1), (2), (3) and (4) and execute. On Line (1), fill in the name of the Joint Venture Company. On Line (2), fill in the name of one of the joint venturers and execute below in the appropriate manner. On Line (3), print or type the name of the other joint venturer and execute below in the appropriate manner. On Line (4), fill in the name of the third joint venturer, if applicable and execute below in the appropriate manner.

(1) \_\_\_\_\_  
Name of Joint Venture

(2) \_\_\_\_\_  
Name of Contractor

---

Address as Prequalified

\_\_\_\_\_  
Signature of Witness or Attest

By \_\_\_\_\_ Signature of Contractor

\_\_\_\_\_  
Print or type Signer's name

*If Corporation, affix Corporate Seal* and

(3) \_\_\_\_\_  
Name of Contractor

---

Address as Prequalified

\_\_\_\_\_  
Signature of Witness or Attest

By \_\_\_\_\_ Signature of Contractor

\_\_\_\_\_  
Print or type Signer's name

*If Corporation, affix Corporate Seal* and

(4) \_\_\_\_\_  
Name of Contractor (for 3 Joint Venture only)

---

Address as Prequalified

\_\_\_\_\_  
Signature of Witness or Attest

By \_\_\_\_\_ Signature of Contractor

\_\_\_\_\_  
Print or type Signer's name

*If Corporation, affix Corporate Seal*

*NOTARY SEAL*

*Affidavit must be notarized for Line (2)*

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Notary Public

of \_\_\_\_\_ County

State of

My Commission Expires: \_\_\_\_\_

*NOTARY SEAL*

*Affidavit must be notarized for Line (3)*

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Notary Public

of \_\_\_\_\_ County

State of

My Commission Expires: \_\_\_\_\_

*NOTARY SEAL*

*Affidavit must be notarized for Line (4)*

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Notary Public

of \_\_\_\_\_ County

State of

My Commission Expires: \_\_\_\_\_

**EXECUTION OF BID**  
**NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION AND GIFT BAN CERTIFICATION**  
**INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME**

The person executing the bid, on behalf of the Bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the Bidder intends to do the work with its own bonafide employees or subcontractors and is not bidding for the benefit of another contractor.

In addition, execution of this bid in the proper manner also constitutes the Bidder's certification of status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF CONTRACTOR**

Name of Contractor

\_\_\_\_\_

Individual name

Trading and doing business as

\_\_\_\_\_

Full name of Firm

\_\_\_\_\_

Address as Prequalified

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Signature of Contractor, Individually

\_\_\_\_\_

Print or type Signer's name

\_\_\_\_\_

Print or type Signer's name

**AFFIDAVIT MUST BE NOTARIZED**

Subscribed and sworn to before me this the

**NOTARY SEAL**

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_

Signature of Notary Public

of \_\_\_\_\_ County

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**EXECUTION OF BID**  
**NON-COLLUSION AFFIDAVIT, DEBARMENT CERTIFICATION AND GIFT BAN CERTIFICATION**

**INDIVIDUAL DOING BUSINESS IN HIS OWN NAME**

The person executing the bid, on behalf of the Bidder, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the bidder has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of free competitive bidding in connection with any bid or contract, that the bidder has not been convicted of violating *N.C.G.S. § 133-24* within the last three years, and that the Bidder intends to do the work with its own bonafide employees or subcontractors and is not bidding for the benefit of another contractor.

In addition, execution of this bid in the proper manner also constitutes the Bidder's certification of status under penalty of perjury under the laws of the United States in accordance with the Debarment Certification attached, provided that the Debarment Certification also includes any required statements concerning exceptions that are applicable.

*N.C.G.S. § 133-32* and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**SIGNATURE OF CONTRACTOR**

Name of Contractor \_\_\_\_\_  
 Print or type Individual name

\_\_\_\_\_  
 Address as Prequalified

\_\_\_\_\_  
 Signature of Contractor, Individually

\_\_\_\_\_  
 Print or type Signer's Name

\_\_\_\_\_  
 Signature of Witness

\_\_\_\_\_  
 Print or type Signer's name

**AFFIDAVIT MUST BE NOTARIZED**

Subscribed and sworn to before me this the

**NOTARY SEAL**

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
 Signature of Notary Public

of \_\_\_\_\_ County

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**DEBARMENT CERTIFICATION**

## Conditions for certification:

1. The prequalified bidder shall provide immediate written notice to the Department if at any time the bidder learns that his certification was erroneous when he submitted his debarment certification or explanation filed with the Department, or has become erroneous because of changed circumstances.
2. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this provision, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. A copy of the Federal Rules requiring this certification and detailing the definitions and coverages may be obtained from the Contract Officer of the Department.
3. The prequalified bidder agrees by submitting this form, that he will not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in NCDOT contracts, unless authorized by the Department.
4. For Federal Aid projects, the prequalified bidder further agrees that by submitting this form he will include the Federal-Aid Provision titled *Required Contract Provisions Federal-Aid Construction Contract (Form FHWA PR 1273)* provided by the Department, without subsequent modification, in all lower tier covered transactions.
5. The prequalified bidder may rely upon a certification of a participant in a lower tier covered transaction that he is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless he knows that the certification is erroneous. The bidder may decide the method and frequency by which he will determine the eligibility of his subcontractors.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this provision. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. Except as authorized in paragraph 6 herein, the Department may terminate any contract if the bidder knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available by the Federal Government.

**DEBARMENT CERTIFICATION**

The prequalified bidder certifies to the best of his knowledge and belief, that he and his principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records; making false statements; or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph b. of this certification; and
- d. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- e. Will submit a revised Debarment Certification immediately if his status changes and will show in his bid proposal an explanation for the change in status.

If the prequalified bidder cannot certify that he is not debarred, he shall provide an explanation with this submittal. An explanation will not necessarily result in denial of participation in a contract.

Failure to submit a non-collusion affidavit and debarment certification will result in the prequalified bidder's bid being considered non-responsive.

☐

Check here if an explanation is attached to this certification.

11104062

STATE

**Contract No: 11104062**

**County: Martin**

ACCEPTED BY THE  
DEPARTMENT OF TRANSPORTATION

---

Contract Officer

---

Date

Signature Sheet 7 (Bid - Acceptance by Department)

## SUBSTITUTE FORM W-9

**VENDOR REGISTRATION FORM  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

Pursuant to Internal Revenue Service (IRS) Regulations, vendors must furnish their Taxpayer Identification Number (TIN) to the State. If this number is not provided, you may be subject to a 20% withholding on each payment. To avoid this 20% withholding and to insure that accurate tax information is reported to the Internal Revenue Service and the State, please use this form to provide the requested information exactly as it appears on file with the IRS.

**INDIVIDUAL AND SOLE PROPRIETOR: ENTER NAME AS SHOWN ON SOCIAL SECURITY CARD**  
**CORPORATION OR PARTNERSHIP : ENTER YOUR LEGAL BUSINESS NAME**

NAME: \_\_\_\_\_

MAILING ADDRESS: STREET/PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DBA / TRADE NAME (IF APPLICABLE): \_\_\_\_\_

**BUSINESS DESIGNATION:** ☐ INDIVIDUAL (use Social Security No.) ☐ SOLE PROPRIETOR (use SS No. or Fed ID No.)  
☐ CORPORATION (use Federal ID No.) ☐ PARTNERSHIP (use Federal ID No.)  
☐ ESTATE/TRUST (use Federal ID no.) ☐ STATE OR LOCAL GOVT. (use Federal ID No.)  
☐ OTHER / SPECIFY \_\_\_\_\_

**SOCIAL SECURITY NO.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Social Security #)

OR

**FED.EMPLOYER IDENTIFICATION NO.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Employer Identification #)

COMPLETE THIS SECTION IF PAYMENTS ARE MADE TO AN ADDRESS OTHER THAN THE ONE LISTED ABOVE:

REMIT TO ADDRESS: STREET / PO BOX: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

Participation in this section is voluntary. You are not required to complete this section to become a registered vendor. The information below will in no way affect the vendor registration process and its sole purpose is to collect statistical data on those vendors doing business with NCDOT. If you choose to participate, circle the answer that best fits your firm's group definition.

**What is your firm's ethnicity?** (☐ Prefer Not To Answer, ☐ African American, ☐ Native American, ☐ Caucasian American, ☐ Asian American, ☐ Hispanic American, ☐ Asian-Indian American, ☐ Other: \_\_\_\_\_ )

**What is your firm's gender?** (☐ Prefer Not to Answer, ☐ Male, ☐ Female) **Disabled-Owned Business?** (☐ Prefer Not to Answer, ☐ Yes, ☐ No)

**IRS Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. For complete certification instructions please see IRS FORM W-9 at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

NAME (Print or Type) \_\_\_\_\_

TITLE (Print or Type) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

To avoid payment delays, completed forms should be returned promptly to your local DOT office.

## North Carolina Department of Transportation BID FORM

County: **Martin**

Description: **Janitorial Services at the District III/Resident Engineer's Office in Williamston, NC**

LINE	SECT	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT BID
1	SP	GENERAL CLEANING	52	CYC		
2	SP	WINDOW CLEANING(INTERIOR)	12	CYC		
3	SP	WINDOW CLEANING(EXTERIOR)	2	CYC		
4	SP	SHAMPOO CARPET	2	CYC		
5	SP	LAWN MAINTENANCE	36	CYC		
6	SP	FLOOR WAXING	2	CYC		
7	SP	FLOOR STRIPPING/SEALING	1	CYC		

\*\*\*Unit Prices must be limited to TWO decimal places.\*\*\*

**FOR BID TO BE CONSIDERED RESPONSIVE, ANY ADDENDA ISSUED MUST BE ACKNOWLEDGED. PLEASE  
ACKNOWLEDGE RECEIPT OF ADDENDA BY WRITING IN ADDENDUM NUMBER AND DATING BELOW**

Addendum No. \_\_\_\_\_ Initial & Date: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Initial & Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Initial & Date: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Initial & Date: \_\_\_\_\_

***TOTAL BID FOR PROJECT:*** \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY N. C. DEPARTMENT OF TRANSPORTATION**

*This bid has been reviewed in accordance with Article 103-1 of the  
Standard Specifications for Roads and Structures 2012.*

Reviewed by: \_\_\_\_\_ DATE \_\_\_\_\_

Accepted by NCDOT: \_\_\_\_\_ DATE \_\_\_\_\_